

**DEPARTMENT:** Building, Health, Zoning & Code Enforcement Division

**JOB TITLE:** Permit Technician

**SALARY:** Per AFSCME Council 93 LAEA – Town Administrative Personnel - FY24 Salary Range:  
\$47,328.54 – \$66,593.37.

**WORK SCHEDULE:** Assigned to a forty (40) hour work week with additional hours required when necessary.

**DESCRIPTION:** Performs highly visible and moderately complex administrative support and permit skills for the operations of the Building, Health, Zoning and Code Enforcement Department. The Administrative Assistant/ ICC Permit Technician performs duties with a high level of independence and initiative in the performance of assignments, with the ability to implement good judgment in performing assigned duties, answering inquiries and directing questions to the appropriate personnel. Work requires considerable knowledge of regulations and procedures, ability to interpret and apply regulations, and public contact and conflict resolution skills. Provides training & direction to the department assistant. The position reports to the Chief Building Inspector and is accountable to the Town Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Effectively handles inquiries and provides general and detailed information for the general public, private developers, general contractors, sign companies, electricians, plumbers, mechanical contractors, septic installers, septic designers, masons, well drillers, vendors, second hand dealers, realtors, engineers and attorneys regarding building, zoning, health, code compliance, site review, subdivision and other related matters by providing information, direction, & decision making accepting various applications and permit fees or referring to proper personnel. Assists Chief Building Inspector with gathering, compiling, and providing files and documents for in person review regarding Right to Know law and zoning compliance requests, preparation of correspondence and the Town Report, addressing & resolving complaints.

Assists property owners, realtors, builders, contractors, & developers in making application for various types of permits and provides technical information concerning permit requirements; reviews and examines permit submissions and plans for compliance with applicable building & zoning codes for completeness of application. Reviews, approves and issues various building, sign & commercial tenant fit up permits. Issues electrical, plumbing, mechanical, gas, fireplace, driveway, well, septic, chimney, woodstove, pellet stove permits and issues vendors & secondhand dealers licenses.

Calculates permit fees for new construction applying ICC Permit Valuation guidelines.

Prepares Certificate of Occupancies for new construction and tenant fit up renovations and applies codes relative to the occupancy.

Maintains complex records and files alphabetically, numerically or by other classification and circulates pertinent documents to other departments for review or filing.

Schedules and maintains daily inspection lists, records all inspections, schedule meetings, compile requested information and prepares department reports.

Maintains master file of Building Department yearly activities and statistics, prepare reports, prepare and mail correspondence and notices of decision to interested parties in final form assuring that spelling, grammar and punctuation are correct.

Notifies Demo Delay Committee President regarding demolition permit applications, as appropriate.

Prepares purchase orders, invoices and accounts payable for approval and payment.

Prepares reports for the Census Bureau, SNHPC and other agencies as well as Finance & School department.

Attends seminars and workshops to stay current with enforcement of municipal permitting procedures and advance to engage in the administration of building land use & development regulations.

Stays abreast of building and zoning codes and related laws.

Maintains an appropriate level of confidentiality regarding Town and office records.

Contributes to team effort and establish and maintain harmonious and effective working relationships with personnel, elected officials, consultants, general public and contractors.

Performs other related work and duties when assigned by the supervisor.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** Position requires a High School Diploma or equivalent; and at least five (5) years of responsible administrative experience demonstrating required knowledge, skills and abilities. Familiarity with building, health, zoning and code enforcement functions along with knowledge of Building, Planning and Zoning codes preferred. An Associate's degree in Secretarial Science or its equivalent from an accredited college or university is preferred.

**CERTIFICATION/LICENSE REQUIREMENTS:** Possession of certification as a Permit Technician from the International Code Council (ICC) preferred or to be obtained within one year.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS:** The position requires strong working knowledge of Microsoft applications (i.e., Word, Excel and Power Point); as well as standard office equipment including but not limited to copy machines, fax machines, printers and scanners. Requires the ability to establish working knowledge of current building codes, statutes, rules, regulations, policies and procedures relating to department operations. Must be able to read, write and speak English effectively and establish and maintain effective working relationship with employees and the general public and strong customer service skills. Must have the ability to attend to many items simultaneously or in sequence; to follow oral and written instructions effectively; and to maintain an appropriate level of confidentiality regarding Town and office records.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

**SELECTION PROCESS/APPOINTMENT:** May be required to pass a personal interview, alcohol and controlled substance test, professional background investigation and criminal history check. Town Manager appoints based on recommendation from the Chief Building Inspector.

**APPLICATION PROCESS:** Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: [hrdept@londonderrynh.org](mailto:hrdept@londonderrynh.org) or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

**APPLICATION DEADLINE:** November 16, 2023 @ 5:00 PM

**EOE**

## Physical Activity Requirements

### PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
Required LIFT 11 to 25 lbs:	Occasionally Required
Required LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
Required CARRY up to 10 lbs:	Frequently Required
Required CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
Required REACH above shoulder height:	
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Rarely Required

### HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required
Fingering:	Frequently Required

### OTHER PHYSICAL CONSIDERATIONS

Twisting:	Frequently
Bending:	Frequently
Crawling:	Not Required
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Rarely Required
Climbing:	Not Required
Balancing:	Rarely
Rarely Required	

### WORK SURFACE(S)

Counter tops and desks	X
Flooring (various types)	X
Uneven surface	
Sloped surface	
Snow or icy surface	
Grass/Pavement	
Vehicle Interiors	

### COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required to communicate orally with others
Sight:	Required to perform essential job Stand
Tasting:	Not required
Smelling:	Not required

### DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
									1							
Walk	1	2	3	4	5	6	7	8		2	3	4	5	6	7	8

Equipment: Telephone, postage meter, stapler, calculator, pen and pencil, computer hardware and software, typewriter, photocopier, fax machine and other related office equipment.

Environment: Inside 100% Outside 0% (Percentage spent daily)